

MISSION AND FUNCTION STATEMENT

Office of Acquisition and Assistance

MISSION

The Office of Acquisition and Assistance is a business line organization that supports its customers by managing the policy, planning, support, and directions for acquisition (exclusive of laboratory management contracts), financial assistance, and personal property management mission of the Chicago Operations Office (CH).

FUNCTIONS

1. Develops and implements acquisition and assistance plans, policies, and procedures.
2. Procures goods and services for CH, Headquarters Program Offices, and other customers in a timely, effective and efficient manner.
3. Supports customers throughout the acquisition and assistance process, i.e., from initial planning activities to closeout activities.
4. Analyzes and provides comments on proposed regulations, DOE Orders, etc., that relate to acquisition and assistance and personal property.
5. Provides functional oversight for CH acquisition and assistance processes.
6. Advises and assists the Manager, as Head of the Contracting Activity (HCA), in acquisition, assistance, and related matters, and in delegation of HCA authorities, including Contracting Officers and Competition Advocate.
7. Provides staff expertise for the Small and Disadvantaged Business Program, Women's Business Program, minority colleges and universities programs, and other related CH initiated activities.
8. Ensures that acquisition and assistance activities are conducted in accordance with applicable DOE Orders and other regulations pertaining to environmental protection, health and safety, quality assurance, and other requirements.
9. Performs internal self-assessments to assure the quality of acquisition and assistance actions and supporting documentation.
10. Develops, publishes, and maintains CH guidance for acquisition and assistance activities.
11. Ensures that correct acquisition and assistance data is entered into Procurement and Assistance Data System (PADS) in a timely manner.
12. Conducts an ongoing customer outreach and business development program.
13. Operates a quality-based continuous improvement program including performance measures.

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14. Works as part of an integrated CH acquisition process team to assure customer satisfaction.
15. Develops, implements, and administers policies, procedures, and programs related to management of personal property acquired by CH and its contractors.
16. Executes purchase orders below the simplified acquisition threshold.
17. Coordinates the CH Purchase Card Program by establishing local written procedures and conducting reviews of purchases made by purchase cardholders to ensure their proper use.